



CITY OF PORT ORCHARD

Permit Center

Office located at 720 Prospect Street
Mailing address: 216 Prospect Street
Port Orchard, WA 98366
(360) 874-5533 • permitcenter@cityofportorchard.us

MASTER SIGN PLAN APPLICATION

<i>For Staff Use Only</i>	File #:	Receipt #:
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Incomplete Application Will Not Be Accepted

1. PROJECT INFORMATION.

Master Sign Plan proposal summary: *(a complete narrative is required as a separate submittal)*

Site/Business Complex Name *(if there is one):*

For Freestanding sign proposals: Height of sign above ground level: _____ feet, _____ inches.

For Projecting sign proposals: Clearance below sign: _____ feet, _____ inches

Is this application for a multi-tenant building or a multi-tenant site? Yes No

TYPE OF SIGN: *(Check all that apply)*

<input type="checkbox"/> Freestanding Sign	<input type="checkbox"/> Changeable Copy	<input type="checkbox"/> Other <i>(describe):</i>
<input type="checkbox"/> Wall Sign	<input type="checkbox"/> Internal Illumination	
<input type="checkbox"/> Roof Mounted Sign	<input type="checkbox"/> External Illumination	
<input type="checkbox"/> Accessory Sign	<input type="checkbox"/> No Illumination	
<input type="checkbox"/> Service Island Sign	<input type="checkbox"/> Electronic Message Center	

2. SUBMITTAL REQUIREMENTS.

Electronic submittals are required. Contact the Permit Center for formatting and resolution requirements.

The following items are required unless specifically waived by DCD.

Check the box for each item included with this application:

<input type="checkbox"/> The Master Permit Application Form , completed.
<input type="checkbox"/> The Master Sign Plan Application <i>(this form)</i> , completed.
<input type="checkbox"/> A Narrative providing details of the Master Sign Plan proposal: <ul style="list-style-type: none"> <input type="checkbox"/> Describe how the plan meets the design standard requirements <i>(POMC 20.132.090 – 140)</i>. <input type="checkbox"/> Describe how the plan meets the criteria for approval <i>(POMC 20.132.050(4) and 20.132.060(4))</i>.
<input type="checkbox"/> A Signed Statement by the building or site owner which describes the manner in which owner wishes to allocate the allowable signage among tenants and where specific tenant signage will be located.
<input type="checkbox"/> Elevation Drawings of each building on the site , drawn to scale. <i>Show:</i> <ul style="list-style-type: none"> <input type="checkbox"/> The location and size of the proposed signs on each of the buildings. <input type="checkbox"/> Dimensions of the wall plane upon which the signs will be placed. <input type="checkbox"/> The maximum allowable signage on each elevation based upon 5% calculation of all facades.

2. SUBMITTAL REQUIREMENTS, *continued.*

- A Site Plan**, drawn to scale. *Show:*
 - Property lines.
 - Location of all buildings, driveways, pavement areas, and landscaped areas.
 - Location of abutting streets, labeled with street names.
 - Location of any proposed freestanding signs on the site.
- Sign Plans**, including:
 - A scaled drawing of the sign(s) and the associated support structure.
 - The dimension of all sign faces.
 - Description of materials to be used for the sign and associated trim caps, fixtures and support structure.
 - Description of the sign face illumination and methods use to ensure that only text graphics and logo shields are internally illuminated, *if applicable.*

Other documentation may be required in addition to what is listed above.

3. PROPERTY OWNER STATEMENT.

This statement may be provided as a separate document.

I verify that I have given permission to the applicant for the submission of the master sign plan application. No sign may be placed upon real property without consent of the real property owner(s).

Signature: _____ **Date:** _____

Print Name: _____